

Adopted: June 3, 2008

**ACADEMIC SENATE  
of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, CA**

**AS-673-08**

**RESOLUTION ON REVISIONS TO CAMPUS ADMINISTRATIVE MANUAL  
SECTION 684: ACADEMIC DISHONESTY--CHEATING AND PLAGIARISM**

1 WHEREAS, Campus Administrative Policies (CAP) has not yet replaced Campus  
2 Administrative Manual (CAM) Section 684; and  
3

4 WHEREAS, Faculty members may not be fully aware of the policy regarding cheating and  
5 plagiarism as outlined in CAM 684 (i.e., a grade assignment of zero may be given  
6 without failing the student in the course); and  
7

8 WHEREAS, The Office of Student Rights and Responsibilities (OSRR) now conducts the  
9 appeals process for students accused of cheating and plagiarism; therefore be it  
10

11 RESOLVED: That CAM 684 should be revised as shown in the attachment to this resolution  
12 and thereafter included in *Campus Administrative Policies* (CAP); and be it  
13 further  
14

15 RESOLVED: That faculty be provided with a copy of the revised policy outlining its  
16 responsibility for enforcing University policy on cheating and plagiarism.

Proposed by: Academic Senate Fairness Board  
Date: April 24, 2008  
Revised: May 13, 2008

# ACADEMIC DISHONESTY: CHEATING AND PLAGIARISM

## 684 Academic Dishonesty: Cheating and Plagiarism

The University will not condone academic cheating or plagiarism in any form. The faculty is expected to uphold and support the highest academic standards in this matter. Instructors should be diligent in reducing potential opportunities for academic cheating and plagiarism to occur.

### 684.1 Definition of Cheating

Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to: lying; copying from another's test or examination; discussion of answers or questions on an examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor; using or displaying notes, "cheat sheets," or other information devices inappropriate to the prescribed test conditions; allowing someone other than the officially enrolled student to represent same.

### 684.2 Policy on Cheating

Cheating requires, at a minimum, an "F" assigned to the assignment, exam, or task; the course grade shall, at a minimum, reflect the assigned "F"; and further attendance in the course is prohibited at the instructor's discretion. The instructor may assign an "F" course grade for an incidence of cheating. However, if a student appeals the charge of cheating, s/he shall be permitted to remain in the class through the appeals process. The instructor is obligated to place evidence of the cheating in writing before the Vice President of Student Affairs with the copies to the department head of the student's major. Physical evidence, circumstantial evidence, and testimony of observation may be included. Said memorandum should notify the student that if s/he denies cheating, an appeal is possible through the Office of Student Rights and Responsibilities (OSRR) Fairness Board once the department head of the course of record has been consulted regarding the appeal. Instructors should be confident that cheating has occurred; if there is any doubt, the student should be consulted and/or additional information sought prior to taking action for cheating. Students' rights shall be ensured through attention to due process.

The grade assigned for cheating and the associated course grade can not be appealed to the Fairness Board should the OSRR confirm the incidence of cheating.

The Vice President of Student Affairs shall determine if any disciplinary action is required in addition to the assignment of a failing grade. Disciplinary actions which are possible include, but are not limited to: required special counseling, special paper or research assignments, loss of student teaching or research appointments, loss of membership in organizations, suspension or dismissal from individual programs or from the University. The most severe of the possible actions shall be reserved for grievous cheating offenses or more than one offense by an individual.

### 684.3 Definition of Plagiarism

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived through independent reasoning or logic or where the thought or idea is common knowledge. Acknowledgement of an original author or source must be made through appropriate references; i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to the following: the submission of a work, either in part or in whole completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing without credit or originality; use of another's project or programs or part thereof without giving credit.

### 684.4 Policy on Plagiarism

Plagiarism may be considered a form of cheating and therefore subject to the same policy which requires notification to the Vice President of Student Affairs and includes possible disciplinary action (See Section 684.2.). However, as there may be a technical plagiarism, which is the result of poor learning or poor attention to format, and may occur without any intent to deceive, some instructor discretion is appropriate. Under such circumstances, notification to the Vice President of Student Affairs is not required. An instructor may choose to counsel the student and offer a remedy (within his/her authority) which is less severe than that required for cheating, providing there was no obvious intent to deceive. However, an instructor may not penalize a student for plagiarism in any way without advising the student that a penalty has been imposed. The instructor should further advise that an appeal is possible through the OSRR Fairness Board, once the department head has been consulted regarding the appeal. Instructors should be confident that plagiarism has occurred. If there is any doubt, the student should be consulted and/or additional information sought prior to taking action for plagiarism. Students' rights shall be ensured through attention to due process.

BACKGROUND MATERIAL for Resolution on Revisions to Fairness Board Desc & Procedures

**CONFIDENTIAL FACULTY REPORT OF ACADEMIC DISHONESTY**

1. **Name and ID number of Student:**

\_\_\_\_\_

2. **Course in which the incident occurred:** \_\_\_\_\_ **Date of the incident:**

\_\_\_\_\_

3. **Witnesses (if applicable):**

Name: \_\_\_\_\_ ☐ TA ☐ Student ☐ Faculty ☐ Other

Name: \_\_\_\_\_ ☐ TA ☐ Student ☐ Faculty ☐ Other

4. **Nature of the offense:**

- ☐ Cheating ☐ Plagiarism  
☐ Other forms of academic dishonesty that are intended to gain unfair academic advantage

5. **Briefly describe the incident and, if any, subsequent investigation. How did you discover the incident? What events did you observe? What statements were made by the persons present? You may attach an additional report.**

6. **What actions did you take to sanction the student?**

- ☐ None ☐ Counseled student  
☐ Reduction in assignment grade ☐ Reduction in course grade  
☐ Other (please describe):

7. **In your assessment, did the student understand that he or she was committing an act of academic dishonesty?**

- ☐ Probably did understand ☐ Probably did not understand

8. **Do you include a statement regarding academic dishonesty in your course documents? If so, please attach a copy.**

- ☐ Yes, in the syllabus ☐ Yes, on individual exams or assignments ☐ No

9. **Resolution Options**

Based on this incident alone, do you recommend that the Office of Student Rights and Responsibilities issue a warning letter or file formal charges?

- ☐ Issue letter ☐ File formal charges

Name of reporting faculty member: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Contact Information: \_\_\_\_\_

Please attach copies of all supporting documentation and return to: Office of Student Rights & Responsibilities, Building 124, Room 127 or e-mail [osrr@calpoly.edu](mailto:osrr@calpoly.edu)

**THIS INFORMATION IS COMMUNICATED ON A NEED-TO-KNOW BASIS  
AND IS PROTECTED BY THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

**Cal Poly: Division of Student Affairs**